

| REPORTS INVENTORY  |             |  |   |   |  | CONTROL NO. <b>DDS/OL/SD-100</b><br><del>XXXXXXX</del>  |                          |
|--|-------------|--|---|---|--|---|--------------------------|
| PREPARE IN DUPLICATE   |             |  |   |   |  |   |                          |
| 1. TITLE OF REPORT (if a fill-in report include Form No.)<br><br>Monetary Value of Property On Loan From Others  |             |  |   |   |  | 2. TYPE OF REPORT<br><input checked="" type="checkbox"/> STATISTICAL<br><input type="checkbox"/> NARRATIVE<br><input type="checkbox"/> MACHINE-NAME LISTING |                          |
| 3. FUNCTIONAL AREA   |             | <input checked="" type="checkbox"/> PERSONNEL<br><input type="checkbox"/> LOGISTICS<br><input type="checkbox"/> MEDICAL            |   | <input type="checkbox"/> TRAINING<br><input type="checkbox"/> SECURITY<br><input type="checkbox"/> FINANCE                    |  | ADMIN. GENERAL<br>OTHER (specify)   |                          |
| 4. NO. OF COPIES PREPARED<br><br>2   |             | 5. FREQUENCY (weekly, monthly, quarterly, etc.)<br><br>Monthly   |   |   |  | 6. DISTRIBUTION (No. of components not number of copies)<br><br>2   |                          |
| 7. FORMAT (memorandum, form, computer print-out, etc)<br><br>Computer Print-Out  |             | 8. ADP PROCESSING<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.<br><br>310 |   |   | 9. DIRECTIVE AUTHORITY REQUIRING REPORT<br>D/L for updating statistical charts |   |                          |
| 10. PREPARING COMPONENT (include lowest level contributing information to report)<br><br>OCS, OL/SD/FSB, OL/B&F  |             |  |   | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |  |   |                          |
| 12. COST FACTORS   |             |  |   |   |  |   |                          |
| A. MANUAL PREPARATION AND REVIEW COSTS   |             |  |   |   |  |   |                          |
| GRADE  | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT   | = | COST PER REPORT   | <input checked="" type="checkbox"/> TIMES PREPARED                             | =   | COST PER YEAR            |
| GS-12  | 6.82        | .1   | = | .68   | 12   | =   | 8.16                     |
| B. COSTS OF COMPUTER PRODUCED REPORTS  |             |  |   |   |  |   |                          |
|  | 1           | .03  | = | .03   | 12   | =   | .36                      |
| TOTAL COSTS PER YEAR   |             |  |   |   |  | 8.52  |                          |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.<br><br>Used for updating statistical charts of Agency materiel assets. |             |  |   |   |  |   |                          |
| 14. FUTURE GOALS   |             |  |   |   |  |   |                          |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT<br><input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)<br><input type="checkbox"/> CHANGE<br><input type="checkbox"/> DISCONTINUE   |             |  |   |   |  | ESTIMATED SAVINGS<br>MAN-HOURS      DOLLARS   |                          |
| 16. DATE OF INVENTORY<br><br>5 Oct 1970  |             | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION<br><br>[ ] - AC/OL/SD/SMB [ ]  |   |   |  |   | 18. EXTENSION<br><br>[ ] |